

Southern Minnesota Education Consortium #6083
JUNE 2022 CABINET MEETING MINUTES
TUESDAY, JUNE 28, 2022, at 9:00AM
SMEC ED CENTER, 21697 HWY 56 AUSTIN, MN 55912

The regular meeting of the Cabinet of Southern Minnesota Education Consortium #6083 was called to order at 9:03AM by Dan Armagost on Tuesday, June 28, 2022. The meeting opened with the Pledge of Allegiance followed by roll call and determination of quorum.

Cabinet members in attendance in person were Scott Hall (SL) and Scott Klavetter (KSL). Cabinet members that attended virtually via Zoom were Paul Besel (GM) and Jennifer Backer-Johnson (LO). Administration and staff in attendance in person were Executive Director Dan Armagost, Business Manager John-Mark Dundas, and Administrative Assistant Ashley Rye; also present virtually via Zoom was Jeff Tietje (GE Principal). Absent were Brian Shanks (AC/GE), Jamie Goebel (LY), and Director Denise Kennedy.

Meeting Agenda

Armagost requested to remove 8.D. under New Business from the agenda as the lease agreement has not been received. With Director Kennedy's absence, Armagost also moved her reports on SMEC Academy and staff development to the Executive Director report. With the changes, Besel motioned to approve the meeting agenda, seconded by Hall. All were in favor, motion carried.

Approval of the Consent Agenda

Approval items on the June consent agenda included minutes from the May 2022 regular meeting; treasurer's/financial report; NEXT Step bank account activity; the resignation of Abbey Driscoll (ALC paraprofessional); hire/employment agreements for Anita Farrell (paraprofessional), Hailey Adams (teacher), Jessica Walters (teacher), Mackenzie Meyer (paraprofessional), Traci Bothum (paraprofessional), Kacie Sayles (paraprofessional), Champagne Murphy (paraprofessional), Charles Trost (driver), and Roy Bremseth (driver); non-renewal for Roger Oberg (paraprofessional); tuition reimbursement agreement for Julie Mitchell; and non-member district services contracts for Austin (vision), Albert Lea (vision), Pine Island (DHH), and Fillmore Central (vision, DHH, PT).

Besel motioned to approve the consent agenda, seconded by Backer-Johnson. All were in favor, motion carried.

Committee Reports

- A. *Admin Council – Scott Hall:* Admin retreat is August 18th, tentatively at the Ed Center, Hall will call to see if there is space at the Holiday Inn in Austin. Agenda items for August 18th: purpose of Admin Council, SSC present on mental health, MREA representative, Laura Tubbs-Booth with a legal update, and Representative Patty Mueller with a legislative update.
- B. *Negotiations – Dan Armagost & Denise Kennedy (Staff), Paul Besel & Scott Hall (Admin):* No report.
- C. *Transportation – Jamie Goebel & Brian Shanks:* Van orders have been submitted, no official date on delivery. Transportation drivers staff development day is August 12th from 8:00-12:00pm at the SMEC Ed Center. Transportation directors will meet on August 2nd from 8:00-10:00am to start building routes. Hall noted that Southland has an employee working to get certified in providing the new training necessary for bus drivers and would be open to providing training to SMEC member district drivers as needed.
- D. *Building and Grounds – Paul Besel & Brian Shanks:* Garage proposal still in the works with a need to reconsider the land placement. A committee meeting will be scheduled soon to discuss.
- E. *Policies and Procedures – Paul Besel & Jen Backer-Johnson:* Committee met 06/27/22 to start reviewing the 500 series and policy 208. All but a handful of the 500 series were reviewed and will be brought to the Board for the

initial reading. The committee is starting with the 400 and 500 series' so employee and student handbooks can be updated, and then will continue with mandatory policies.

- F. *Executive Director Evaluation – Jen Backer-Johnson*: Armagost and Nelsen are working on the template for goal setting. Armagost will start the goal-setting process following the strategic planning process.

New Business

** indicates action items*

- A. *1.0 FTE School Psychologist position**: Armagost requested approval to post a new 1.0FTE School Psychologist position. Any time that SMEC districts cannot utilize through this position would be contracted to non-member districts. Besel motioned to approve the new position; Backer-Johnson seconded. All were in favor, motion carried.
- B. *Part-Time Summer Help positions**: Armagost requested to post 1-2 part time summer help positions to assist with grounds maintenance as needed. Pending that SMEC can provide job descriptions based on the age range of the individual(s) hired, Besel motioned to approve the position; Hall seconded. All were in favor, motion carried.
- C. *State of MN CTSS certification*: Armagost noted that SMEC is has received state certification for CTSS, making school-based mental health services billable.

Old Business

** indicates action items*

Nothing to report.

Administrative Reports

- A. Business Management – John-Mark Dundas
- Treasurer's cash balance as of 05/31/2022: \$1,803,692.35
 - Next Business Managers meeting: Thursday, July 14th, 2022, at 10:00am
- B. Director Denise Kennedy
- C. Executive Director Dan Armagost
- *SMEC Academy*: June session went well, several students enrolled are in kindergarten through 2nd grade.
 - *Staff Development*: Working on calendars for August staff development and back-to-school. These will be shared in the monthly memos.
 - *College Tuition Agreements*: SMEC will continue to send teachers back for special education licensure on a case-by-case basis, depending on funding available.

Cabinet Comments

No additional comments.

The next regular Cabinet meeting will be Tuesday, July 19th, 2022, at 9:00am at the SMEC Ed Center. Motion to adjourn by Backer-Johnson, seconded by Hall. All in favor, motion carried.

The meeting was adjourned at 9:59am.

Respectfully submitted,
Ashley Rye, SMEC Administrative Assistant